

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 12.10
	Effective Date: 06/29/06
	Prv. Rev. Date: 06/05/22
	Revised Date: 12/19/22
Chapter: Special Response	Accreditation Standards:
Subject: Bomb Threats	

12.10.3 MEMBER DUTIES

Any LMPD member who receives a bomb threat at a departmental facility will notify his/her commanding officer or supervisor as soon as possible. The notification should be made in person, whenever possible. The member should avoid using a cell phone/smartphone, portable radio, or any other type of transmitting device in the area where a bomb is reported to be. The member will give the commanding officer or supervisor all available information regarding the threat.

12.10.4 SUPERVISORY DUTIES

The Incident Command System (ICS) will be implemented for bomb threat incidents at any LMPD facility to effectively control and manage operations. The highest-ranking on-site division/section/unit commanding officer will be the Incident Commander (IC) and is responsible for the following duties:

- Receiving and evaluating the information obtained in order to determine the necessary response.
- Assigning personnel to establish a security perimeter around the affected area.
- Ordering and coordinating an evacuation of the facility, if appropriate.
- Coordinating the search of the facility, when appropriate.
- Notifying possible support units, including, but not limited to, the following:
 - The Bomb Squad
 - The Homeland Security Unit
 - Real Time Crime Center (RTCC)
 - A Canine Unit bomb detector dog
 - The appropriate fire department and/or hazardous materials (HAZMAT) units
 - Emergency Medical Services (EMS)
 - Command staff personnel
 - Media and Public Relations Office personnel

The Bomb Squad Commander will be notified anytime a bomb threat is made to any Metro Government facility.

12.10.5 EVACUATION

The IC will be responsible for determining if an evacuation is appropriate. Any evacuation should be orderly and coordinated with particular attention to the following procedures:

- Each individual should search around his/her immediate area for the bomb and report any suspicious objects to the IC during, or immediately after, the evacuation process.
- Members should be instructed to report to a designated assembly location upon leaving the building in order to account for each individual. If possible, evacuees should be directed to another building, as this will afford more protection than a parking lot.
- The assembly location should be chosen at random and should be changed each time an evacuation occurs, in the event that those persons responsible for the threat are observing the response. During a false incident, this type of information could be obtained in order to place secondary devices during future incidents.

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12.10.5 EVACUATION (CONTINUED)

- After all members are accounted for, they may be directed to another location, if circumstances make it necessary.
- All members will remain in the assembly area until the end of their shift or until the facility is declared safe to enter, whichever comes first.

12.10.6 SEARCH PROCEDURES

In addition to the first search performed by members during the evacuation, an additional and more thorough search will be conducted. The IC will choose the search team personnel and coordinate the search. A scribe will be appointed, and an accountability log should be started with times recorded of entry and exit of each member on the search teams. A crime scene log will suffice for this documentation. Considerations for conducting a search may include, but are not limited to, the following:

- The search team member's familiarity with the area to be searched.
- The time of day and the amount of time remaining before the explosion is to take place.
- Search team personnel will not be placed in jeopardy merely for the purpose of gathering and preserving evidence or property.
- The use of cell phones/smartphones, radios, and other transmitting devices will be prohibited by search team members and other persons in the search area.
- If a bomb or suspicious item is discovered, all search team members will be alerted and removed from the area of the device. The Bomb Squad will be notified immediately.

12.10.7 FOLLOW-UP PROCEDURES

If a search results in the discovery of an explosive device or if an actual explosion occurs, the Bomb Squad will assist the appropriate investigative unit, in accordance with guidelines outlined in SOP 8.36. Explosive evidence will be collected, stored, or disposed of in accordance with SOP 11.4. If no explosion occurs and no explosive device is discovered, an incident report will be completed and investigated **by the Homeland Security Unit, in partnership with the appropriate federal agency.**